

Minutes of the meeting of Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 29/03/2019 in the IQAC Room at 3.00 PM. Dr. Johnson V., IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Review of College Day
3. Documentation
4. Academic audit
5. Quality Issues

Meeting started at 3.00 PM with prayer followed by the presidential speech. The major proceedings and decisions are:

1. The meeting reviewed that the decisions taken in the previous meeting have been implemented and that the functioning of IQAC is effective in ensuring the overall institutional quality.
2. Meeting reviewed the conduct of college day celebrations and observed that College union and staff advisor and staff members were performed remarkable duty for ensuring discipline and decorum.
3. IQAC chairperson, advised that the staff members in charge of various units have to keep detailed report of their activities with all supporting documents.
4. The meeting suggested the continuation of thanks-giving day of the college to be organised as part of staff meeting.
5. It is decided to conduct an academic audit by IQAC team for the year 2018-19. The details will be announced soon. Meeting expressed satisfaction regarding the administrative audit done by AG office in connection with the activities of the college.

There being no further discussions, Dr. Johnson V. declared the meeting adjourned by unanimous consent.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Saji Joseph	Associate Professor of Physics (Co-ordinator)
2	Dr. Bennichen Scaria	Assistant Professor of Malayalam
3	Saji K. Jose	Associate Professor of Chemistry
4	Sijo P. George	Assistant Professor of Mathematics
5	Dr. Jobi John	Assistant Professor of History
6	Dr. Domini VA	Associate Professor of Commerce
7	Deepa Thomas	Assistant Professor of Economics
8	Jins Mathew	Assistant Professor of Commerce
9	Molly MA	Assistant Professor of English
10	Dr. James Punnaplackal	Management Representative
11	Anoop Joseph	Assistant Professor of Commerce
12	Dr. Johnson V.	Principal